

Passport Applications (DSP-11) can be obtained from the Circuit Court Clerk's office or at www.travel.state.gov

WHEN APPLYING FOR A PASSPORT, YOU MUST HAVE:

- Completed form but not signed.
- Certified birth certificate with seal (must be raised or multi-colored).
- The birth certificate is mailed with the passport application and returned to you with your passport.
- Two 2X2 passport photos (Allen Cross at Cross Flower Shop on Washington Street – Rogersville; Mark DeWitt at CompuPlus on Main Street – Rogersville; Walgreen's).
- Driver's license or government ID, preferably with photo.
- \$75 check to U. S. Department of State for adults and minors 16 years of age or over.
- \$60 check to U. S. Department of State for minors 15 years of age or under.
- \$25 cash or check to the Circuit Court Clerk

Everyone applying for a passport must appear in person, including infants and minors. If a minor is under 14 years of age, both parents must be present, or the parent who is not present must complete a consent form which we can provide.

It usually takes 2 to 3 weeks to receive your passport. If you need your passport sooner, you can expedite your application. Expedited applications usually take 2 weeks. To expedite, make your check payable to the U. S. Department of State in the amount of \$149.85 (\$75 for passport; \$60 for expediting and \$14.85 for return express mail). We will give you an envelope for sending the application that you take to the post office and have the proper postage applied. The passport agency strongly suggests that you use express mail when expediting.

* For extensive online travel information visit www.travel.state.gov